



STATE OF CONNECTICUT

Office of Early Childhood

REVISED

EMPLOYMENT OPPORTUNITY

OFFICE OF THE COMMISSIONER FISCAL ADMINISTRATIVE MANAGER 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public

Location: 450 Columbus Blvd, Hartford, CT 06103

Hours: 8:00 – 5:00

Job Posting #: 170140ELM

Salary Range: \$101,558 - \$138,477

Closing Date: August 8, 2017

Eligibility Requirement:

This is a competitive Job Class. This Job Opening also serves as the examination and will be used for this vacancy within the Office of Early Education. The established list of qualified candidates will remain in effect for up to one year from the closing date; however, candidates must apply separately for future vacancies in other agencies as specific Job Openings are announced.

The determination of those candidates who possess the GENERAL EXPERIENCE and SPECIAL EXPERIENCE listed below to qualify for this Job Opening is the examination. When completing your application, please understand that you are applying for the examination as well as applying for the vacancy; please submit information with this in mind.

Purpose of Class:

In a state agency, facility or institution this class is accountable for directing a variety of complex and voluminous fiscal and administrative functions with major emphasis on fiscal administration.

Examples of Duties:

Directs staff and operations of fiscal management functions including budget preparation and management, accounting and financial reporting and analysis; coordinates, plans and manages activities; formulates program goals and objectives; develops or assists in development of related policy; reviews fiscal and administrative operations for effectiveness and compliance with statutory requirements and agency policies and procedures; acts as liaison both internally within the state and externally; evaluates staff; directs budget management function; maintains contacts with individuals both within and outside of unit who might impact on program activities; advises agency head regarding fiscal and administrative matters; assists EDP experts in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares programmatic fiscal/administrative analysis and impact statements on proposed regulations and legislation; in addition to directing

fiscal/administrative functions may direct support services such as maintenance, duplicating services, switchboard, mailroom, food services, security and housekeeping; in a facility or institution, in addition to the above, may ensure conformance with related standards of JCAH, OSHA, Environmental Protection and other regulatory agencies; may direct a program of internal and/or external audit; performs related duties as required.

Minimum Qualifications Required

Knowledge, Skill and Ability:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to utilize EDP systems for financial management.

Minimum Experience and Training Required:

General Experience:

Ten (10) years of experience in a combination of fiscal/administrative functions (e.g. accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function.

Special Experience:

Two (2) years of the General Experience must have been supervising professional level staff. For state employees this is the level of Fiscal/Administrative Supervisor.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience.

Special Requirements:

None.

Note:

The filling of this position will be in accordance with reemployment/SEBAC, transfer, promotion and merit employment rules.

Preferred Experience:

- Experience with federal grant accounting and monitoring, and the drawdown of federal funds.
- Experience with supervision of IT staff.
- Experience with contract administration.

Application Instructions:

Interested candidates should reference announcement #170140ELM, submit a letter of application and resume with details of experience and training, the names and contact information for three (3) current pertinent professional references and a CT-HR-12 application which may be obtained from the

Department of Administrative Services website at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf to:

Department of Administrative Services
Statewide Human Resources Management
Job Posting No. _170140ELM_____
450 Columbus Boulevard – Suite 1502
Hartford, CT 06103

Secure Fax: 860-622-2910 (Preferred Method)

If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications.

This examination is pass/fail. Notice of results will be mailed to you as soon as all applications have been reviewed.

Applications will be accepted by U.S. Mail or fax. Late or incomplete applications will not be considered.

Note: If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

All required documents must be submitted by the closing date to be considered for interview.

“The State of Connecticut Department of Education and Office of Early Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education and Office of Early Education’s nondiscrimination policies should be directed to the Affirmative Action Office, State of Connecticut Department of Education, 450 Columbus Boulevard, Hartford, Connecticut 06103, Tel. # (860) 807-2071.”

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The State of Connecticut is an equal opportunity /affirmative action employer and strongly encourage the applications of women, minorities and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Ellen L. Morris at 860-713-5249 or Ellen.L.Morris@Ct.Gov.